eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
April 24, 2003

Opening:
A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 4/24/2003 in Richmond.

Present:

Debbie Adams, UVA (phone)	Cheryl Kimball, DOLI/DCR (phone)
Regina Baxter, SVTC (phone)	Marion Lancaster, DGS
Jan Bond, DGS/DPS	Joy Lazarus, DMHMRSAS (phone)
Don Byrne, DCR (phone)	Parvin Mirshahi, DGS
Chris Childress, DOLI (phone)	Jim Roberts, DMHMRSAS (phone)
Martha Freeland, DMV (phone)	Dan Rogerson, ODU (phone)
Maria Hatcher, DGS	

A.   Approval of Agenda
The informal agenda:
1   – Implementation Status
2   – New Work
3   – Agencies General Status
4   – Policy Questions

B.   Approval of Minutes
Previous meeting minutes were reviewed.

C.   Issues

Open Issues

1.   It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.

11/14/02 – Waiting on AMS for official answer.

Closed Issues
No items closed at this session.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

D.   New Business

1.   Implementation Status
      Nothing to report.

2.   New Work
      Nothing to report.

3.   Production Status
      DGS –
- DCR reported problem with cancelled order while testing.   Cancel order transaction were failing when inserting into AMS interim oracle table. It was discovered that the problem was with the version number sent by DCR. The version number sent was 99999; the AMS table constraint does not accept any value greater than 9999. Even though the interface specifications indicate that this is an alpha-numeric field, it is treated as a numeric field in the AMS interim table.

      VDOT –
- Representatives not present.

      DMAS –
- Representatives not present.

      DSS –
- Representatives not present.

      DMME –
- Representatives not present.

      ABC –
- Representatives not present.

      DOLI –
- Chris Childress reported that it is still pertinent for the agency to get policy questions answered. There are still issues that cannot be decided concerning change orders until policy is released.

      DEQ –
- Representatives not present.

      DCR –
- Don Byrne reported that Cheryl Kimball is close to completing coding of change/cancel orders before releasing for user acceptance test.   Due to the problem Cheryl Kimball experienced while testing cancel orders through UAT interface (failing of oracle insert into AMS table, due to version too large), caused their schedule to be delayed a little.
- Cheryl Kimball still needs to know when Ariba UAT is available or not available at night. Marion will ask AMS again.

      VATECH –
- Representatives not present.

      UVA -
- Debbie Adams is working on attachments. Should have a test file by the end of next week.

      VCU -
- Representatives not present.

4.   Agency General Status
      DMHMRSAS–
- Jim Roberts reported that they are still testing. Jim's staff met with Petersburg users and purchasing buyers to discuss preparation to go live

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

with the interface in production. They went over the processes, installed new screens. The plan is go to live in mid May.

- Regina Baxter reported that the training/briefing included new mandatory fields that have to be filled in order for the data to be passed to the interface file.

VCE –
- Representatives not present.

JMU –
- Representatives not present.

ODU –
- Dan Rogerson reported that they are making progress with the export interface. The agency is still working on how to handle import of change/cancel orders into their ERP system. Anticipates going live with the export interface by May 15.

DMV –
- Martha Freeland reported that the ERP upgrade is coming along well. The plan is to start working on the interface after the end of this fiscal year.

8.   Policy Questions

Jan Bond reported that she finished compiling all the policy questions including the comments that were received from draft sent out to the interface group. Formal draft was sent to the policy committee to review and address. The policy committee did not meet as planned on April 21st; therefore the draft was not reviewed.

Debbie Adams expressed that it is critical that policy address change orders and variances. UVA is generating change orders because invoices are off 2 cents. Her concern is if agency spends 100 dollars generating a change order because invoice is off 2 cents, how is it cost effective?

The next monthly interface meeting will be held on Thursday, May 1, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)
2. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

Closed Action Items

No actions items closed at this session.

Prepared by Maria F. Hatcher

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.